

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans

Classification: ACCOUNTING OFFICER (SPECIALIST) (\$3841 – \$4670)
Will also consider – Accounting Trainee (\$3340 – \$3751)
Permanent, Full Time

Location: Department of Veterans Affairs
VHC Accounting Office – General Ledger Unit
Downtown Sacramento

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and Responsibilities: (DUTIES WILL BE COMMENSURATE ACCORDING TO CLASS SELECTED)
Under general supervision of the Accounting Administrator, the incumbent will perform the following duties:

- Establish and liquidate contracts and purchase orders encumbrances for all Veterans Homes, monitor and reconcile encumbrance balances in CALSTARS with source documents, record all encumbrances and amendments on Excel log sheets by homes. Communicate with staff at HQ and at different homes to resolve any issues related to contracts and purchase orders encumbrances. Code and input all SCO direct transfer journal entries (e.g. DGS, DPA, Payroll, SCIF etc.) into CALSTARS for General Fund. Act as the liaison to VHC-Accounting Office to work with different control agencies on direct transfer invoices. Record and track the direct transfer expenditures on Excel spreadsheets. Research, analyze and make adjustments on expenditures postings.
- Print and file/ distribute daily CALSTARS reports, monitor on the daily CALSTARS batches. Review monthly/quarterly the CALSTARS D16 report for all homes on DGS purchase orders and make any adjustments if needed. Monitor the monthly CALSTARS D11 report for all homes on any abnormal balances and communicate with other staff for any corrections needed. Post entries to clear the monthly payroll accruals account (PRA99999-99) balance for all homes before the month-end cost allocation. Prepare the year-end accruals and year-end financial statements.
- Reconcile daily Meditech BAR reports to Home's daily cash receipts; reconcile STO Bamtrac reports with record maintained by Medical Unit. Operate check-signing machine and to record on daily meter log sheet. Post cash receipts and weekly ZBA bank statement to CALSTARS; update and maintain an analysis of all cash receipts by reimbursement source.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814
Attn: Vicki Jukich, Ref: M80#256 -07/08

Inquiries:
Voice: (916) 653-2535
TDD: (916) 653-1966

In Line #12 on the State Application, you must reference M80 # 256-07/08 and clearly indicate your basis of eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Nov. 4, 2008

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERAN AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY QUALIFIED WILL BE INTERVIEWED.

Position # 830-522-4546-803

BRD RELEASED: